



## DELAWARE JUDICIARY

### COURT OF CHANCERY

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # AOC0803N20

#### JUDICIAL CASE MANAGER I

**\*\*This is a Career Ladder Series\*\***

**Opening Date:** 8/25/2020

**Closing Date:** Until Filled

**Vacancy exists**

**Salary:** \$30,123- \$33,888.60 (Minimum - 90% Midpoint) Pay Grade 9

**Recruiting For:** Court of Chancery

**Location:** Georgetown, Sussex County (**Please check this location on your application**).

**Nature and Scope:** This is the entry level of caseload management work learning the legal processes and procedures and case management functions while performing the full range of case management activities.

**\*\* This is a Career Ladder series. Incumbents under filling as a Judicial Case Manager I will be considered for promotion to the Judicial Case Manager II level after meeting the minimum qualifications and Judiciary's promotional standards.\*\***

**Minimum Qualifications:** Please address each item separately on the **Minimum Qualifications** page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must have education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Six months' experience and/or training in legal case flow management which includes managing cases as they move through the legal process.
2. Six months' experience and/or training in applying laws, rules, regulations, standards, policies and procedures.
3. Six months' experience and/or training in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Knowledge of narrative report writing.

5. Ability to communicate courteously and effectively, both verbally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: Apps.[AOC@delaware.gov](mailto:AOC@delaware.gov) (preferred method)
2. Mail your application to:  
Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications will be accepted until the position(s) are filled.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**